

MBA 3+2 Early Admission Option

This option is available to qualified, currently-enrolled students meeting certain criteria and pursuing an undergraduate BBA degree/BA Economics degree within the School of Business, to begin taking graduate-level MBA courses in their undergraduate senior year. Students with a declared major within the School of Business may apply and be accepted to the MBA program during their junior year at Washburn. After completion of 90 undergraduate credit hours and achieving senior status, students may begin taking graduate courses in the MBA program, along with their final 30 hours of undergraduate coursework. The Bachelor of Business Administration degree and the Master of Business Administration degree will be granted upon completion of each program's respective requirements. Please see MBA 3+2 option requirements for admission below.

MBA 3+2 Program Requirements:

- Undergraduate course/BBA program requirements are prioritized before MBA program requirements.
- Completion of 10 courses/30 credit hours from the upper-level MBA program curriculum
- Admission to the Washburn School of Business with a declared undergraduate major
- Completion of 90 undergraduate credit hours earned by the semester the student is beginning the MBA 3+2 option
- Completion of MA116 College Algebra or equivalent, MA140 Statistics, EC200 Principles of Microeconomics, EC211 Statistics for Business and Economics, AC224 Financial Accounting, AC225 Managerial Accounting, BU250 Management Information Systems, BU342 Organization and Management, BU360 Principles of Marketing and BU381 Business Finance all prior to beginning the MBA 3+2 program
- 3.0 or higher cumulative undergraduate grade point average at the point of applying for the MBA 3+2 program
- Cumulative GPA of at least 3.0 in the 10-course/30-credit-hour upper-level MBA curriculum is required to graduate with the MBA degree.
- All MBA course work must be completed within six (6) calendar years from the date of 3+2 admission.

How To Apply:

- Notify the MBA Program director, Mr. Danny Funk (danny.funk@washburn.edu), of your intent to apply as a 3+2 MBA student. Your eligibility to apply as a 3+2 student will be verified and communicated to you after a review of your undergraduate record.
- After your 3+2 option eligibility is confirmed, submit a completed Online MBA program general application for the term in which you intend to begin the MBA 3+2 option.
- As part of the Online application process, arrange for one letter of reference to be submitted by academicians, employers, or other individuals who can attest to your potential for success in graduate study in business
- After all parts of the application are received, including your reference letter, your complete application file will be submitted for committee review; an admissions decision will be sent via e-mail within one week.
- * MBA 3+2 applicants automatically qualify for a Graduate Management Admission Test (GMAT) waiver.
- * MBA 3+2 applicants are not required to submit an unofficial or official undergraduate transcript.
- * MBA 3+2 applicants are not required to pay an MBA program application fee.

MBA Program Components

The MBA Program is comprised of three distinct parts: an orientation, the curriculum and a closure experience.

MBA Program Orientation Experience

All admitted 3+2 MBA students are required to attend an orientation session prior to beginning their first semester in the program. The MBA Orientation event for Summer and Fall-start students will be held in-person on a date 1-2 weeks prior to the beginning of the Fall semester, usually on a Saturday. Spring-start students will attend orientation separately in January. The MBA office will reach out to admitted students with further information in advance of the orientation session. A Zoom attendance option and alternative distance assignments will be available for long-distance-students (defined as living 85+ miles from campus based on your permanent address on-file with the University).

The purpose of orientation is to set the expectations of students and faculty regarding the student's MBA experience. This is accomplished through the presentation of the MBA Vision Statement, the MBA Program Values Statement, and set of exercises designed to promote interaction and networking among new MBA students, current MBA students, faculty and alumni.

MBA Program Curriculum

The Washburn MBA program curriculum combines opportunities to develop skills in communication, quantitative analysis, computer technology, teamwork and leadership through study of accounting, economics, finance, information systems, management, marketing, legal and ethical issues, and production and operations in the context of domestic and global business environments. **MA116 College Algebra or equivalent is a program prerequisite, required prior to entry for all students.**

All students must show proficiency, normally through coursework, in quantitative methods, accounting, finance and the core areas of business, including financial analysis and markets, domestic and global economic environments, and the creation and distribution of goods and services. Students with baccalaureate degrees in business (BBA) from schools following the national pattern will not be required to complete any foundational-level coursework and will advance directly to the core 10-course/30-credit-hour MBA program.

Upper-Level MBA Program

Thirty credit hours of core upper-level MBA courses must be completed by all students.

MBA Upper-Level Required/Non-Elective Courses (21 credit hours required)	Credit Hours
EC652 Managerial Economics	3
AC627 Management Accounting Analysis	3
BU655 Financial Strategies	3
BU656 Computer-based Information Systems	3
BU657 Strategic Marketing Management	3
BU658 Managerial Skills and Professional Experiences	3
BU659 Strategic Analysis	3
Total Required Non-Elective Upper-Level Hours	21
Upper-Level Elective Course in Global Business Perspectives (choose one:)	Credit Hours
BU674 International Business	3
BU678 International Marketing	3
Total Upper-Level Global Business Perspective Hours (one course)	3
Upper-Level Elective Courses (choose two:)	Credit Hours
BU616 Commercial Transactions	3
BU630 Entrepreneurship and Creativity	3
BU671 Legal and Ethical Issues	3
BU674 International Business	3
BU678 International Marketing	3
BU679 Investments	3
BU683 Venture Creation	3
BU685 Business Intelligence Systems	3
BU696 Independent Study Research Project in Business	3
BU697 Internship Experience (CPT for International Students)	3
BU698 Special Topics in Business/International Experience Travel	3
AC630 Accounting Information Systems	3
Total Upper-Level Elective Course Hours (two courses)	6
Total Required Upper-Level Program Hours	30

MBA Program Closure Experience

The closure experience will take place in the final capstone course, BU659 Strategic Analysis. This course is focused on strategic decision-making in a simulated business environment. The course requires students to produce both written and oral presentations requiring them to utilize the content of their prior MBA coursework to explain the strategic decisions they made in the simulated business environment.

In addition to the written and oral presentations, students in BU659 Strategic Analysis are required to take the Major Field Test for Master of Business Administration (MFT-MBA). The computerized exam contains 124 multiple-choice questions, half of which are based on short case-study scenarios. Most of the questions require knowledge of specific information drawn from four content areas: marketing, management, finance and managerial accounting. Some questions require strategic integration skills – the ability to integrate knowledge of two or more content areas. The test also includes questions that focus on international business, information technology, the legal and regulatory environment, business ethics and social responsibility, quantitative analysis and managerial economics.

A unique feature of MFT-MBA design is the capability of measuring critical thinking ability – that is, the test assesses the ability to analyze and interpret data, apply concepts and ideas and analyze theories and relationships deductively and inductively. The MFT exam is a standardized exam taken by students across more than 300 schools that offer the MBA degree. The MFT-MBA exam is used to provide information to both the MBA faculty and students on their level of academic achievement relative to the other MBA degree granting schools that participate in the MFT-MBA exam.

Reflective Essay

In addition to the capstone course, BU659 Strategic Analysis and the MFT-MBA exam, each student is required to write a reflective essay during the final weeks of the student's graduation semester. This essay is a response to a series of questions in which the student evaluates the MBA Program Goals. For each question, the student is required to write a paragraph to explain their response.

The purpose of the reflective essay is to help the student recognize that their work fits into a coherent whole. It helps the student appreciate that upper-level courses had an overall purpose and were not simply random selections. The reflective essay also allows the student to evaluate how well the Washburn MBA experience met their expectations.

Office of Career Engagement Career Status Survey

A short Online survey administered through the Washburn University Office of Career Engagement is the final item required prior to a student's graduation from the MBA program. Printed confirmation of completion of the survey will be turned in to the MBA Office with the reflective essay during the final weeks of the student's graduation semester. Data received from this survey is vital in gauging the effectiveness of the MBA program and the career successes of our graduates.

Academic Advising

All graduate-level academic advising for 3+2 MBA students is done by the MBA director. Prior to enrollment opening for each upcoming semester, 3+2 MBA students are required to consult with the MBA director to determine MBA course selection, in part to ensure that courses are taken when available, as well as to ensure a timely graduation. Undergraduate courses/BBA requirements are prioritized before MBA requirements. All necessary undergraduate courses must first be confirmed with the undergraduate advisor prior to enrolling in MBA courses. Students are expected to inform Washburn University and the MBA director of any changes to their permanent and current address and contact information. International students must additionally inform the International Programs Office of these changes.

Students are expected to check their Washburn University e-mail regularly, as official communications, including all enrollment information, will be sent to the Washburn University e-mail address. **All degree plan change proposals and course adds/drops must be approved by the MBA director prior to making changes to ensure the correct courses are taken at the correct time to ensure a timely graduation.**

Academic Status: Full-Time and Part-Time Graduate Students

Full-time and part-time status of graduate students during the fall and spring semesters are calculated as follows:

- 9 or more credit hours per semester = full time
- 8 credit hours per semester = three-quarter time
- 5 to 7 credit hours per semester = one-half time
- 1 to 4 credit hours per semester = one-quarter time

Financial Aid Eligibility and Implications for 3+2 Students

- 3+2 students must be enrolled in 6+ undergraduate hours in order to receive any undergraduate-specific federal aid or loans. Students must be enrolled in 12+ undergraduate hours to receive any general university academic scholarships awarded through the Financial Aid Office. If the student is enrolled in 6-11 undergraduate hours only, regardless of the number of graduate hours enrolled, the undergraduate federal aid and loans will be reduced to a pro-rated amount, based on a less than full-time undergraduate course-load. General university academic scholarships cannot be pro-rated based on fewer than 12 enrolled undergraduate hours, unless the student is in their final undergraduate semester.
- School of Business undergraduate departmental scholarship award amounts will not be based solely on enrolled undergraduate hours. (**Note:** School of Business departmental scholarships will be pro-rated to a reduced amount only if a student is enrolled in fewer than 12 undergraduate and graduate hours combined.)

Grades

The symbols used in grading are as follows: A = excellent; B = well above average; C = average; D = below average; F = failure. In computing grade point averages: A = 4; B = 3; C = 2; D = 1; F = 0. No grade below "C" is acceptable for graduate credit in the MBA program, either foundation-level or upper-level. To graduate, 3+2 MBA students are required to have at least a 3.0 School of Business grade point average in all graded upper-level MBA courses (numbered 600 and above). At least 30 upper-level hours must be taken on a graded basis, including all required upper-level courses. Except in the case of provisionally admitted students, for all upper-level courses (600-level), a student will be allowed to have a maximum of two courses with a grade of 'C' included in their MBA program. A student receiving a grade of 'C' or below in an upper-level MBA course may retake the course, but only one time.

Students admitted to the MBA 3+2 option must maintain a cumulative undergraduate Washburn grade point average of 3.0 or higher for remaining undergraduate coursework taken simultaneously with graduate-level MBA courses to be considered in good standing. Additionally, a cumulative 3.0 or higher graduate-level cumulative GPA must also be maintained in all 600-level MBA courses taken to be considered in good standing.

Incompletes

In accordance with Washburn University policy, incomplete grades ('I') may be given when most of the work for the course has been completed (approximately 75%). In order for a grade of incomplete ('I') to be turned into a letter grade, all the required course work must be turned in by the end of the regularly scheduled classes within one year of the date the incomplete was given. Otherwise, the incomplete grade will be converted to a grade of 'F.' Students must complete all 'I' grades in order to graduate from the University.

Academic Policy: Probation and Dismissal

If a student's cumulative undergraduate grade point average after admission to the MBA 3+2 option falls below the 3.0 minimum, the student is placed on academic probation and given a specified amount of time, usually one semester, to return to good standing. In certain cases, the MBA Program director may grant additional probationary semesters. A student who fails to return to good standing/meet the terms of academic probation is subject to dismissal from the program.

In addition to the undergraduate cumulative GPA requirements listed above, students are placed on academic probation whenever the upper-level (600-level MBA course) GPA falls below 3.0, or whenever a grade below 'C' is earned in an upper-level 600-level MBA course. Only two 'C' grades are permissible in the entire upper-level program (600-level MBA courses). Students on academic probation must work with the MBA director to develop a plan of study to be restored to good standing in the next semester(s), subject to course availability.

- A course withdrawal or grade of 'D' or 'F' in any course, including undergraduate-level, results in automatic academic probation and the course(s) must be retaken the following semester or the immediate next semester the course is offered. If a course withdrawal or grade of 'D' or 'F' is earned the second time during a course repeat, the student will be dismissed from the program.
- Each upper-level MBA program course (600-level), can be retaken only once.
- MBA 3+2 program students are allowed no more than two 'C' grades in the entire 10-course upper-level MBA program (600-level courses). In addition, the overall upper-level 600-level and the undergraduate-level GPA cannot fall below 3.0, otherwise a student will be placed on academic probation with the possibility of dismissal. Significant improvement must be demonstrated and the corrective steps outlined to the student by the MBA director must be successfully completed to be removed from academic probation.
- Students who continue on academic probation for more than one semester, unless otherwise approved, may be dismissed from the program at the discretion of the MBA director.

Program Time Limits

A student may be awarded a Master of Business Administration degree after completing the requirements for the degree in effect when the student was fully admitted to the MBA program. The student may choose any subsequent catalog in effect within six years of the date of graduation. All coursework must be completed within six (6) calendar years from the date of program admission. The Bachelor of Business Administration degree and the Master of Business Administration degree will be granted upon completion of each program's respective requirements. Completion and graduation from the BBA program will be prioritized before any graduate MBA requirements. However, simultaneous attainment of both degrees in the same semester is also possible.

Academic/Tutoring Assistance

Students experiencing academic difficulty should initially reach out to their professor regarding outside of class assistance. All professors maintain regular "office hours," either in-person on campus or via Zoom. Office hours will always be posted in the course syllabus. Students seeking assistance should begin with their professor and then if further assistance is needed, seek out the virtual academic tutoring program available through the university library system.

- www.washburn.edu/student-life/tutoring-writing-center
- Requests for tutoring information and availability must be e-mailed to: tutoring@washburn.edu

Washburn University Academic Misconduct Policy

All students are expected to conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes, but is not limited to: giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University's Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs.

- For guidelines regarding protection of copyright and plagiarism prevention: www.washburn.edu/copyright
- For the Academic Impropriety Policy: www.washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-7.html#VIII
- For the Student Conduct and Disciplinary Code: www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf

Expectations of MBA Students and Virtual Attendance Requirements

All requirements of students attending courses in-person are expected and required of students attending courses virtually via Zoom. Treat the virtual space as if you were physically in the classroom.

Key requirements include:

- **Dress Code:** Appropriate, professional attire is required.
- **Punctuality:** Be on time to class and ready to participate. Students who do not attend the virtual course or who do not participate in a satisfactory manner will be marked absent and face potential academic repercussions.
- **Preparation:** Prepare for class beforehand, just as you would if attending in-person.

- **Contribute:** Actively participate in group discussions and ask questions when needed.
- **Technology:** A reliable computer, camera, microphone, and Internet connection are required. The computer camera must always be “ON,” with the student in front of the screen, visible to the instructor and fellow students. If privacy is a concern, utilize a background screen filter. Mute the microphone, unless actively participating or interacting with students and the professor. Utilize the Zoom “raise hand” function when you want to speak or ask a question in class. The Zoom “chat” feature should also be utilized when appropriate.
- **Attention:** The student’s undivided attention during class-time is required. Eliminate distractions in your remote environment, such as electronics, food/drink and other people. A quiet, private, or semi-private study space is necessary when participating as a virtual student. Distractions not only prevent you from learning during class, but also could disrupt fellow students in both the virtual space and the physical classroom.
- **Academic Integrity:** Virtual students will not utilize unauthorized materials during classroom assignments, quizzes, tests or projects. All other Washburn University academic policy and student code of conduct terms also apply to the virtual space.